

**Bii** Palmer School of Library and Information Science  
Long Island University  
**LEARNING CONTRACT**

**PARTICIPANT INFORMATION**

**Intern:**

Name: Deborah Moore

Address: 20 Old Hasner Mtn Rd, Hopewell Junction, NY  
Phone: Day 203-291-6616 12533

Evening 845-592-1387

E-mail: debbiem11eoptonline.net

**Internship Site:**

School: Wappinger Junior High School

Address: 30 Major McDonald Way, Wappinger Falls, NY 12590

Principal's Name: Vince DiGrandi

Site Supervisor's Name: Beth Green

Phone number: 845-298-5200 FAX: 845-298-5156

E-mail address: beth.green@wappingerjsschools.org

**Palmer School:**

LIS 690 Internship Instructor for the \_\_\_\_\_ Semester

Name: \_\_\_\_\_

Phone: Day \_\_\_\_\_ FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Faculty Advisor

Name: \_\_\_\_\_

Phone: Day \_\_\_\_\_ FAX # \_\_\_\_\_

E-mail: \_\_\_\_\_

Graduate Academic Counselor

Name: Rosemary Chu

Phone: Day: 516-299-2487

E-mail: RCHU@LIU.EDU

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**LEARNING CONTRACT AGREEMENT:**

Intern Signature Deborah Moore Date 2/9/11

Site Supervisor Signature Beth H. Green Date 2/10/11

Faculty Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Learning Contract, cont'd

### INTRODUCTION & DESCRIPTION

This contract is designed to verify and guide the internships for graduate students in the Palmer School of Library and Information Science. The following provides a description of the internship experience/projects, learning objectives and the methods of evaluation to be used.

The Intern, the Supervising Professional, and the Faculty Advisor or the Instructor for LIS 690 should complete and sign the agreement **in a timely fashion before the internship begins. The Intern is responsible for completing this four page contract and providing a copy to the LIS 690 Instructor, the Supervising Professional and the School's Graduate Academic Counselor.**

**1. Internship Supervision:** Please identify the role of your Supervising Professional at the host site, including the kinds of orientation, instruction, and supervision to be provided.

Mrs. Green has been working at Wappinger Junior High School for 6 years. Over the 6 years she has familiarized herself with the district, curriculum, staff and students. She gave me a tour of the building back in December when I was here for observation. I will be looking to Mrs. Green to help broaden my understanding of what is involved in being a librarian.

**2. Learning Objectives:** Identify objectives that you expect to fulfill and have not already been met in previous work experience or in the classroom. Please be specific and use concrete terms that can be evaluated. In short, what new learning do you intend to gain from this internship?

You may not have an objective in each of these categories.

**A. Skills Acquisition Objective:** Identify specific skill(s) or areas of knowledge that you wish to acquire during the internship.

During the internship I wish to acquire a working knowledge of MARC records and how to generate them from scratch if need be.

(continued...)

## Learning Contract, cont'd

**B. Skills Application Objectives:** Identify some skill(s) or area of knowledge you have in which you wish to improve your proficiency during the internship.

I wish to continue to improve my proficiency using the ~~card~~<sup>computer</sup> catalog. This includes administrative functions as well as circulation.

**C. Human Relations Objectives:** Identify one way in which you want to improve in working with supervisors, colleagues, or others with whom you will associate during the internship.

One way to improve human relations is by interacting with faculty when they come into the library. I will also interact with students by assisting them to find books on the shelves or in the computer catalog.

**D. Other Objectives:** Use this space for optional and additional learning objectives that do not fit into the above categories.

For an additional learning objective I plan to observe the students and the way they interact with their teachers. By doing so I can learn what kind of techniques do and do not work when it comes to developing a rapport with your

**3. Internship Description:** In the space below, describe in as much detail as possible students, the agreed responsibilities for the Internship--projects, programs, experiences -- that have been agreed upon by all those signing the agreement. Attach an additional page if necessary. Show by your description how you will meet your objectives.

For this part of my internship I will be working with the video collection. The districts collection used to be housed at the central office. When it was split up among the schools they came to the libraries with numbers on them instead of a Dewey decimal number. My project will be to take the approximate 150 videos and give them the appropriate Dewey decimal number. They will also need to be re-labeled and combined with the rest of the collection (continued...)